



South Carolina Department of Health
and Environmental Control

Office of Solid Waste Reduction and Recycling Request for Proposals FY05/06 Recycling and Waste Reduction Grant Program

November 1, 2004

DHEC's Office of Solid Waste Reduction and Recycling is accepting proposals from South Carolina local governments for the implementation or expansion of waste reduction and/or recycling projects.

Application deadline is February 4, 2005. The preferred method of application is via email as a Word or WordPerfect document. As an alternative, applicants may submit to the office five hard copies not later than 5:00 p.m. February 4, 2005.

Budget: Individual awards will be limited by program category. Local governments may submit proposals for multiple program categories. Funding will be awarded on a competitive basis.

Project Goal: The goal of the Recycling and Waste Reduction Grant Program is to encourage the development and improvement of local waste reduction and/or recycling programs in order to:

- increase the state's recycling rate,
- reduce the per capita disposal rate, and/or
- reduce the risks to public health and the environment.

Funding may be used to begin new recycling programs or to expand existing programs.

Eligibility: Any county, city, town or other local government in South Carolina that provides solid waste services is eligible to apply for grant funding.

Regional proposals may be submitted by a group of counties or local governments provided they have submitted a complete regional solid waste management plan to DHEC. Informal regions may apply but must designate one eligible local government to administer the funds.

Eligibility Notice: Applicants that have failed to comply with DHEC reporting requirements will not be considered for awards (see Guidelines below).

Review and Award Process: Awards will be made on a competitive basis. Proposals will be reviewed by a grant panel made up of staff and outside advisors. The panel will assign points to each proposal using the evaluative criteria described below. Proposals will then be ranked and funding awarded according to point value.

General recycling grants will be given second tier consideration pending availability of funds after a review of the proposals made for all other program categories.

Recommendations will be made to the South Carolina Solid Waste Advisory Council for final approval. Grant offers will be made in writing to the applicants. Grant awards will be made for a term of not more than 15 months.

Guidelines

1. Grants will not be provided to any local government or region that has not demonstrated a good faith effort to meet the requirements of the S.C. Solid Waste Policy and Management Act of 1991 (Act).
2. Local governments must have submitted the appropriate reports as required by the Act to DHEC in order to participate in the program. Required reports may include, but are not limited to, a complete Solid Waste Management Plan, an annual SWM Progress Report, full-cost disclosure documentation and quarterly grant reports.
3. Grants will not be provided for projects that are not consistent with the local county Solid Waste Plan.
4. One electronic copy or five hard copies must be received no later than February 4, 2005. Proposals received after the deadline will not be considered. Incomplete proposals will not be considered.
5. The applicant must be able to provide documentation of ownership or present a signed lease agreement for any land that may be used in conjunction with the project proposed.

Submittal Instructions

Electronic submittals should be emailed to:

Lindleic@dhec.sc.gov and copied to:

Whitejm@dhec.sc.gov

Hard copies should be mailed to:

SCDHEC

Office of Solid Waste Reduction and Recycling

2600 Bull St.

Columbia, SC 29201

If hand delivered, hard copies should go to:

SCDHEC Bureau of Land and Waste Management

Stern Business Center

8911 Farrow Rd.

Columbia, SC

803/896-4200

Faxed proposals will not be considered.

Proposals must be physically received no later than February 4, 2005; postmark dates will not be taken into consideration.

<p>This solicitation does not commit the state to award a grant, to pay any cost incurred in the preparation of the proposal, or to procure or contract for articles of goods or services. The state reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the state to do so.</p>

Recycling and Waste Reduction Grant Proposal Instructions:

Proposals must be physically received no later than February 4, 2005; postmark dates will not be taken into consideration.

Part A [To be submitted once for each applicant]

Please provide the following information:

1. Applicant name, project contact person and all contact information.
2. A description of your community's recycling program. Include:
 - a. a brief history of your program,
 - b. a description of the collection methods used, including curbside programs and drop-off programs,
 - c. a map indicating general service area, drop-off locations and areas served by curbside or commercial recycling programs, and
 - d. a detailed list of all commodities collected in both curbside and drop-off programs including a list of vendors and/or markets for the materials.
3. A description of your education program. Include samples of materials printed or distributed. Describe community activities used to promote recycling and waste reduction.

Part B [Separate versions of Part B must be submitted for each program category]

Please provide the following information for each program category for which you are submitting a proposal:

1. A clear, detailed description of the project for which funds are being sought. Along with your detailed project description, please address all points described in the evaluative criteria section. Include a detailed description of all equipment or materials listed in the budget.
2. A summary of the desired outcome of the project, i.e., how the project will benefit the community or state. Describe the type of material(s) to be diverted from the landfill or otherwise recovered for reuse or recycling. Include expectations of the **volume of material(s)** to be recovered and the source(s) of the materials. Describe the impact of removing these materials from the waste stream. Include an explanation of how each budget item will impact the program.
3. A detailed budget for the project, including grant funds requested, matching funds available, in-kind contributions and any other contributions. Grant limits are described below.
4. A detailed timeline for the project.
5. A description of how the project will be sustained beyond the grant period. Indicate source(s) of future funding, expected staffing levels and proposed education/outreach activities.

Evaluative Criteria

The evaluative criteria will be used to assign point value to all proposals. Grant awards will be made based on a ranking by point value. The office strongly recommends that applicants review their proposals thoroughly to ensure that each criterion is addressed.

Consistency with the grant goals	Point value: (0 to 60)
<ul style="list-style-type: none"> Proposal clearly explains how the project impacts the grant goal of increasing the state's recycling rate, decreasing the per capita disposal rate and/or reducing the risks to health and the environment. Proposal clearly indicates tonnages or volume of material to be diverted from the landfill or otherwise recovered for reuse or recycling. 	

Commitment to recycling goals	Point value: (0 to 15)
<ul style="list-style-type: none"> Proposal clearly demonstrates the applicant's good faith effort to reach the state's recycling and waste reduction goals through actions such as implementation of recycling programs, dedication of recycling personnel, use of public awareness programs, expansion of commodities collected and outreach to schools or businesses. Proposal clearly outlines the applicant's determination to provide sufficient financial resources and personnel to complete the project and maintain operation of the project beyond the grant period. 	

Cost justification	Point value: (0 to 15)
<ul style="list-style-type: none"> A clear description of costs is provided in the proposal. A clear description of each budget item is provided in the proposal. The cost of the project is reasonable and appropriate relative to description provided by applicant. 	

Regional cooperation	Point value: (0 or 5)
<p>The proposal is submitted by a group of counties in South Carolina that has prepared, approved and submitted a regional solid waste management plan to DHEC pursuant to Section 44-96-80 (Solid Waste Policy and Management Act) OR that submits a Memorandum of Agreement detailing plans to work cooperatively under the scope of the grant proposal.</p>	

Integration of existing infrastructure	Point value: (0 to 5)
<p>Applicant clearly explains how the proposed project makes use of existing infrastructure and complements existing programs.</p>	

Program Categories

Allowable Expenses	Maximum Award
Cardboard and/or Office Paper Collection Program <ul style="list-style-type: none"> • Containers: trailers, roll-offs, bins, gaylords, roll-carts, etc. • Baler • Shed/Building and related expenses • Other related equipment/supplies • Electrical needs • Public education to promote cardboard/paper program 	\$25,000
Plastics Collection Program <ul style="list-style-type: none"> • Containers: trailers, roll-offs, bins, gaylords, roll-carts, etc. • Baler • Shed/Building and related expenses • Other related equipment/supplies • Electrical needs • Public education to promote plastics collection program 	\$25,000
Household Hazardous Materials (establishment or expansion of permanent collection programs*) <ul style="list-style-type: none"> • Hazardous materials storage building • Safety equipment • Supplies • Electrical/water needs • Employee training • Public education to promote HHM program <p>*No one-day events will be considered for funding.</p>	\$50,000
Residential Electronics Recycling (establishment or expansion of permanent collection programs*) <ul style="list-style-type: none"> • Storage building • Recycling contract costs limited to \$.05 per resident • Equipment/supplies • Public education to promote electronics program <p>*No one-day events will be considered for funding.</p>	\$50,000

Allowable Expenses	Maximum Award
Residential Antifreeze Collection <ul style="list-style-type: none"> • Collection containers • Related equipment or supplies • Public education to promote antifreeze program • Other direct costs 	\$1,500
Rest Areas / Parks & Recreational Facilities Recycling <ul style="list-style-type: none"> • Containers: trailers, roll-offs, bins, roll-carts, etc. • Labels/signs • Equipment/supplies • Public Education to promote program • Other direct costs 	\$5,000
Residential Cooking Oil Recycling <ul style="list-style-type: none"> • Containers • Supplies/equipment • Public education to promote cooking oil program • Other direct costs 	\$1,500
General Recycling (for programs not defined above) <ul style="list-style-type: none"> • Equipment/supplies • Facilities construction • Public education • Other direct costs <p>Note: General recycling grants will be given second tier consideration pending availability of funds after awards are made for all other program categories.</p>	\$10,000